

Bundling



Avoid the use of strings to counter warping.
Any stack less than 8cm lead to additional costs.
All copies need to be stacked in the same direction.
Stacks should be well separated, both top and side.
If stacking is not possible, the use of boxes or pallet boxes is recommended, using both horizontal and vertical partitions.

Cartons/ pallet boxes



Box with solid partitions and inserts

Full boxes should be manageable and meet the standards of the safety, health and welfare service, maximum 8kg.
Boxes may not be pressed or damaged.
Boxes should be stacked in alternate direction on the euro pallet.

Euro pallets



Euro pallets with foil and corner protectors



Pallet box with content labels

Euro pallets must be delivered properly packed, possibly wrapping or shrink. If necessary put solid sheets between the various layers and make use of angle brackets. Attachments package and followers should remain within the pallet. Use Euro pallets, which are exchanged for empty euro pallets during delivery. Use of pallet boxes is not permitted. Do not stack printed material provided with UV varnish higher than 80cm; euro pallets must be marked in this case "**do not stack**".

Additional conditions

Piles / poles

In consultation it is possible to supply inserts into piles, taking into account the above mentioned physical conditions.

Saddle stitching different positions

When necessary it is allowed to saddle stitch an insert in different positions to make stacking easier/possible.

Perforation

Perforation in perforated inserts may not tear open before or during machining process.

In line attached inserts

The staples should be flat and closed.

Folding

Unless otherwise stated, maps and brochures should to be delivered folded.

Models/dummies

Please send **exact** models or dummies as soon as possible so they can be checked/tested.

Flow packs

The flow packs should be placed in boxes lying in one direction (not alternately) and certainly not standing on the seam seal. Pay attention during packing that the seal seams do not warp. Place partitions between rows. Use manageable boxes of no more than 8 kg. To avoid distortion, the boxes en partitions/dividers should be 10mm higher than the flow packs. The boxes should be stacked related, so the lower layers are not pressed and damaged.

Sachets

Testing sachet

In order to test whether a sachet can be inserted in a publication of Sanoma Media, 10 examples of the sachet are required for a preliminary assessment. If this assessment entails a bonding (gluing) test, at least 1,000 sachets will be needed (for each printer). To ensure the optimum performance of the bonding test, an example of the advertisement should also be supplied clearly indicating the required position of the sachet. This assessment and any necessary bonding/gluing test are also required for paper sachets without liquid content. Acceptance of an assignment and the final price quotation for gluing or including sachets in Sanoma Media in any other way, will depend on the preliminary assessment and any bonding/gluing test which may be carried out.

Foil

The choice of foil and the dimensions of the sachet are of great importance to ensure correct processing of sachets in magazines of Sanoma Media. The sachet must be rigid enough to be glued to the page. Choosing the proper foil is therefore very important. The material should certainly not reflect. Alu PET PE is the foil preferred by our printers for processing. Please ensure that any protective lacquer does not contain silicones.

Dimensions

Minimum dimensions of 55 mm wide by 75 mm high and maximum dimensions of 80 mm wide by 150 mm high apply for all sachets which must be attached to an advertisement page. This deviation only in consultation.

Resistance to pressure

The sachets must be able to withstand pressure of up to 1,000 kg for 5 seconds. During production, the manufacturer must test the sachets according to the 105 D Military Standard (or equal) in order to prevent damage to the magazines of the Sanoma Media through leakage.

Sealed edges

It is essential that the sealed edges of the sachet are at least 10 mm wide so that leakage caused by the clamps of the gluing machine can be prevented. This does not apply to sachets with no liquid content or to sachets which are to be inserted loose and sealed in the magazine. The required pressure resistance in all cases remain in full force. For proper processing in magazines it's an absolute condition that the sachets and in particular the seal edges are as flat as possible.

Packaging

The sachets must be placed in the boxes of approx. 500 copies in a vertical position facing the same direction. Partitions should be placed between the rows. The boxes and partitions must be 10 mm taller than the sachets to prevent distortion of the sealed edges. Use manageable boxes of no more than 8 kg.

Delivery

- The addresses and dates of delivery are mentioned on Sanoma Media confirmation of assignment.
- If the delivery does not meet the above conditions or if it is made earlier than the date set by Sanoma Media, we reserve the right to refuse delivery or, if in this case the goods must be kept in storage, Sanoma Media may charge any storage or administration costs incurred without prior notification.

Liability

If, upon delivery or during production in titels/magazines of Sanoma Media, it appears that the sachets have not been manufactured according to the above conditions and the printing house deems it impossible to process the sachets, that processing will delay production, or if leakage is observed during production, Sanoma Media reserves the right to reject the supply or to stop the insertion of sachets in the magazines. The customer will remunerate Sanoma Media for any additional damage or costs incurred as a result of malfunctions or rejection of the supply. This will not affect Sanoma Media's right to remuneration for the agreed rates for insertion of the sachets. If leakage is observed after processing the sachets and during the distribution at Sanoma Media, the customer will remunerate Sanoma Media for any additional damage or costs incurred as a result thereof.

Overall

- The General Advertising Terms and Conditions of **Sanoma Media** are fully applicable to orders for inserts, sachets and flow packs.
- Any request for information, respectively questions about specifications or supplies should be addressed to **Sanoma Media** and not to the processor.
- If the delivery does not meet the conditions as mentioned above or is offered earlier than the date set by **Sanoma Media**, we reserve the right to refuse the delivery.
- In case of premature delivery **Sanoma Media** reserves the right to charge any storage or administration costs without prior notification.
- **Sanoma Media** cannot accept liability for the content and consequences of agreements made with third parties with regard to the transaction in question, unless Sanoma Media has given its express approval

Hoofddorp, November 1st 2011